

Task Force to Review Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections

Sunday 30 June 2013 * 10:30am to 11:30am

Members Present: Martha Conway (University of Michigan) [recording], Beth Kilmarx (Binghamton University), Jeffrey Marshall (University of Vermont)

Members Absent: Mark Greenberg (Western Washington University), Ann Holland (McGill University), Karla Nielsen (Columbia University)

Also Present: J.B. Hill (University of Arkansas), Will La Moy (Syracuse University)

Notes from our meeting:

1. J.B. Hill is our liaison from the ACRL Standards and Accreditation Committee (SAC).
2. Will La Moy is our liaison from the RBMS Executive Committee (Exec).
3. We reviewed our charge: ACRL policy requires each of its standards and guidelines be reviewed every five years. This task force is charged to review [Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections](#) (3rd edition, 2008) and determine whether the guidelines should be (1) continued in force without change (2) revised to address current needs or (3) rescinded. If the task force determines a revision is necessary, it will draft a revision and keep the Executive Committee apprised of its progress. Chapter 14 of ACRL's *Guide to Policies and Procedures*, especially section 14.6 ([Procedures for Updating Standards and Guidelines](#)), should be consulted.
4. J.B. let us know that an "expedited review" is an option if we anticipate minor changes only. And that one of the most important things we must do is solicit input from others (RBMS, SAA, collection development librarians, etc.). Examples of minor changes that we are likely to make include updating the list of resources (print and online) and/or incorporating some or all of the content that currently exists in appendices into the text of the guidelines itself.
5. We agreed that the guidelines will likely need some updating/revision and proceeded to make a list of some of the things that we should consider in our initial review of the guidelines. That list includes:
 - Impact of digitization
 - Deaccessioning and transfer from special collections
 - Applicability to/for other formats (non-book material)
 - Offsite storage, shared print repositories, and other options for "medium-rare" material
 - Other guidelines published since the last review of the "Selection and Transfer" guidelines:
 - [Interlibrary And Exhibition Loan Of Special Collections Materials](#) (2010)
 - [Security and Theft in Special Collections](#) (2009)
6. We agreed that we would each conduct a preliminary review of the guidelines, keeping the above in mind, and share our thoughts by October 1st. Martha volunteered to create a [Google site](#) where we can document our work.